



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF SCIENCE AND TECHNOLOGY POLICY

ISSUE DATE: March 15, 2004  
CLOSING DATE: March 19, 2004

ANNOUNCEMENT NUMBER:  
OSTP-04-03-VM

***Title, Series & Grade:***

**Program Analyst**

**GS-343-9/11**

**(\$41,815 - \$65,769)**

**Full Performance Level: GS-11.**

***Vacancy Location:***

**Executive Office of the President**

**Office of Science and Technology Policy**

**Washington, DC 20503**

**AREA OF CONSIDERATION: Status Applicants in the Metro DC Area Only**

**NOTE:** Due to potential delays in the U.S. Postal Service, we encourage applicants to submit an electronic application or fax it to (202) 395-1262 or (202) 395-1194, to ensure safe and timely receipt of applications. We cannot guarantee that applications mailed will be received before the closing date of the announcement to receive consideration.

**MAJOR DUTIES:** The Program Analyst supports the Assistant Director for Budget and Administration (B&A), Office of Science and Technology Policy (OSTP), by helping to provide budgetary, financial, personnel, administrative, management, and security services for the management officials and staff of OSTP. The incumbent provides a wide range of important, confidential, sensitive and urgent assignments in support of OSTP. Work assignments are based on cyclical, ongoing, and ad hoc requirements for analytical administrative support assistance related to the functions of the Budget and Administration Office.

The incumbent serves as the Agency's point of contact for providing guidance and assistance concerning OSTP, the Executive Office of the President (EOP) and Federal regulations related to budget, finance, procurement, contracting, travel and transportation, personnel, time and attendance, and security.

The incumbent: 1) Assists the Assistant Director with tasks related to OSTP's budget and finances. The individual maintains current records and monitors status of OSTP's obligations and expenditures for the annual budget. The incumbent verifies that obligations are in agreement with programmed amounts and reports discrepancies to the Assistant Director. 2) Develops periodic reports for management use, that provide the current status of the Agency's budget allocation based on actual expenditures, as well as, projected costs for the year. 3) Performs program planning, analysis, and

review of OSTP's budget and financial planning processes, with guidance and assistance from senior personnel. Performs a variety of programmatic and technical analytical duties connected with the development, formulation, and review of the OSTP resource requirements and policies. Reviews legislation, appropriations language, EOP and Office of Management and Budget (OMB) directives as they pertain to OSTP resource planning, acquisition, and resource utilization. 4) Responsible for handling all requests received pertaining to the Freedom of Information Act (FOIA). 5) Assists in the preparation and revision of OSTP policies, procedures, manuals and directives and ensures that staff is kept up to date. 6) Assesses current practices and develops proposals for change in the interest of improving the quality and efficiency of the administrative functions. Represents the Assistant Director on matters affecting the operations of the Budget and Administration Office and the Agency. 7) Reviews all travel orders and vouchers for completeness and compliance as the OSTP point of contact. In the absence of the Assistant Director and the General Counsel, certifies orders and vouchers. 8) In the absence of the Assistant Director for B&A, certifies requisitions and approves invoices for payment. 9) Maintains the time and attendance records for OSTP. 10) Assists the Assistant Director for B&A in personnel management activities for the Agency including recruitment and hiring, position control, security clearance procedures, and other personnel-related matters. 11) Serves as Security Officer for OSTP. 12) Serves as the OSTP Records Manager. 13) Assists the Assistant Director for B&A and other professional staff by performing analytical/research tasks that support the work of the Agency using a variety of sources. 14) Serves as OSTP Ethics Officer for planning, implementing and monitoring the Agency's Ethics Program.

#### **MINIMUM QUALIFICATIONS REQUIREMENT:**

One year of specialized experience is required. Specialized experience is experience directly related to the line of work of the position to be filled, and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable, the experience must be comparable to the next lower grade level in the Federal service.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to apply quantitative and qualitative analytical techniques to identify program requirements and transform data into budget and financial plan submissions for out-year and current year.
2. Knowledge of all phases of general office management and support services needed to assist in the analysis of work problems pertaining to: space management, security, financial management, property accountability, personnel management, records management and correspondence tracking.
3. Ability to recommend changes in administrative policies, develop and implement procedures and practices, and foresee administrative problems and requirements in response to both recurring and unfamiliar or unique work assignments.
4. Ability to maintain and verify current records and monitor status of obligations and expenditures for the annual budget.
5. Ability to communicate both orally and in writing.

6. Skill in managing a variety of complex subjects and tremendous work flow concurrently, always under strict time constraints, ensuring priorities are established and deadlines are met.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.**

**APPLICATIONS WILL NOT BE RETURNED.**

**RELOCATION EXPENSES WILL NOT BE PAID TO THE APPLICANT SELECTED.**

**NOTE:** Applicants are required to provide an attachment addressing each Knowledge, Skill and Ability listed above.

If you omit any of the required information specified in Optional Form 510, "Applying for a Federal Job" your application may be rated INELIGIBLE.

**BASIS OF RATING:** APPLICANTS WILL BE RATED BASED ON AN EVALUATION OF THEIR EXPERIENCE/EDUCATION AND ON THEIR WRITTEN RESPONSES TO EACH OF THE FACTORS LISTED ABOVE. APPLICANTS SHOULD PROVIDE A SUPPLEMENTAL DOCUMENT (ON PLAIN PAPER, NO FORM REQUIRED), ADDRESSING EACH FACTOR SEPARATELY IN NARRATIVE FORMAT WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE. FAILURE TO ADDRESS THE FACTORS MAY RESULT IN A RATING OF INELIGIBLE.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Users of the Telecommunications Device for the Deaf (TDD) may call: (202) 395-1160.

**HOW TO APPLY:**

PLEASE NOTE: Due to potential delays in the mail system, we encourage applicants to submit an electronic application or fax it to us at 202 395-1262 or 202-395-1194 to ensure timely receipt of your application. **We cannot guarantee that applications, which are mailed, will be received by the closing date of the announcement.**

**FAX THE FOLLOWING:**

- (1) Please fax **one** of the following: *An Optional Application for Federal Employment* (OF-612); a Resume'; an *Application for Federal Employment* (SF-171); or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510, is included in your application;
- (2) Your latest, *Notification of Personnel Action* (SF-50);
- (3) Your latest Performance Appraisal if you are a current or former Federal employee;
- (4) A narrative summary of your experience and/or education which concisely addresses each of the Factors on a separate sheet of paper; and
- (5) If applicable, an *Application for 10-Point Veteran Preference* (SF-15).

**ELECTRONIC SUBMISSION OF YOUR RESUME:** You can submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the "Submit Resume On-Line" shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add any additional information specified in this announcement, such as Selective Factors and Quality Ranking Factors.

When you have finished and select "Send," and your resume will be sent to our agency. Electronic Resumes can only be sent using the special icon in this announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send OPM's On-Line Resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our agency. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with any materials that must be faxed in order to complete the application to 202-395-1194.

**SECURITY CLEARANCE:** A security clearance background investigation will be conducted.

**DRUG TESTING:** The applicant tentatively selected for this position will be required to submit to urinalysis screening for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

**EEO STATEMENT:** Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or nonmembership in employee organizations, or non-disqualifying physical disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

**NOTE:** Direct Deposit is REQUIRED. As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.

**SPECIAL NOTE:**

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.

2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under U.S.C., Title 5, Section 8337 (h), or Section 8456;

OR

1. Be a current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.

3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria.

6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.